



DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES
OFFICE OF CHILD CARE LICENSING
KENT COUNTY (302)739-5487 OR (800)822-2236 TIME: 6:15 P.M. TO 7:15 P.M.



ADMINISTRATION OF MEDICATION CERTIFICATION TEST

State law requires that only individuals who have successfully completed state approved test may administer medication in childcare. To administer medication to children in a state licensed facility, **you must study the Administration of Medication Self-Study Program packet and pass a written test with a grade of 80% at least on the contents.**

The testing session will be conducted and monitored by a Registered Nurse. She will be available from 6:15 p.m. to 6:30 p.m. on the testing night to answer any questions you or your staff may have about the content of the self-study packet. Admittance to the testing session will be **CLOSED AT 6:30 P.M. WHEN THE TEST BEGINS.** You may download the administration of medication study packet from our website:

http://kids.delaware.gov/pdfs/occl_administration_of_meds_2005.pdf

There is a **NON-REFUNDABLE** fee of **SIX DOLLARS (\$6.00) PER PERSON PAYABLE BY MONEY ORDER with this Registration Form** for the testing session. For child care centers, please list the names of staff to attend on a separate page. Only those individuals who have registered and pre-paid will be permitted to attend. Please select an alternate date for which you could attend. **YOU WILL ONLY BE NOTIFIED IF YOUR FIRST CHOICE IS NOT AVAILABLE, OR IF THE SESSION MUST BE CANCELED.** IF YOU FAIL TO ATTEND THE SESSION OR IF YOU REQUEST TO BE RESCHEDULED, YOU WILL NEED TO COMPLETE A NEW REGISTRATION FORM AND MAIL WITH ANOTHER \$6.00 MONEY ORDER.

PLEASE CONTACT THIS OFFICE, IN ADVANCE, IF SPECIAL ARRANGEMENTS ARE NEEDED TO COMPLETE THIS TEST. SPECIAL ARRANGEMENTS WILL NOT BE ACCEPTED THE DAY OF THE TESTING. PHOTO ID IS REQUIRED TO ATTEND THE SESSION.

KENT COUNTY TESTING LOCATION: BARRATT BUILDING – 1ST FLOOR CONFERENCE ROOM
821 SILVER LAKE BOULEVARD
DOVER, DELAWARE 19904

Wednesday, January 23, 2013 (FULL)	Wednesday, March 27, 2013 (FULL)	Wednesday, April 24, 2013 (FULL)
Wednesday, May 22, 2013	Wednesday, July 24, 2013	Wednesday, August 28, 2013
Wednesday, September 25, 2013	Wednesday, October 23, 2013	Wednesday, November 20, 2013



REGISTRATION SLIP FOR KENT COUNTY

Name:		Daytime Phone #:	
Street Address:		City/State/Zip	
Name of Center:			
Testing Date: 1 st Choice:		2 nd Choice:	
Amount of Money Order:			

MAKE MONEY ORDERS PAYABLE TO: STATE OF DELAWARE/DFS

➤ **NO CHECKS ~ NO CASH ~ MONEY ORDER ONLY** ◀

Detach and mail registration to:
OFFICE OF CHILD CARE LICENSING
821 SILVER LAKE BOULEVARD, SUITE 103
DOVER, DELAWARE 19904



\$6.00 PER PERSON
REGISTRATION SLIP FOR KENT COUNTY

